

Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)

	Initials	Date
1. EXA/DA	CP	
2. DDA 21 OCT 1987	AO	
3. DDA/Reg		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

SUBMITTAL SLIP		DATE
TO: DDA		
ROOM NO. 7D18	BUILDING Hqs.	
REMARKS:		
FROM: D/OTE		
ROOM NO. 1026	BUILDING CofC	EXTENSION

FORM NO.
1 FEB 56 241

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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15 OCT 1987

OTE #87-6326

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Deputy Director for Administration

FROM:
Director of Training and Education

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SUBJECT: Executive Seminar

1. I would like to request that you meet with members of the next Executive Seminar on Friday, 13 November from 1400-1500 hours in your Conference Room. This meeting will precede the week-long Seminar to be held at

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2. The Executive Seminar, required of all newly appointed members of the Senior Intelligence Service, focuses on executive leadership, including the qualities and competencies of successful leaders in government, industry, and education. We also view the Seminar as an opportunity for the new SIS officers to meet with senior leaders of the Agency in order to learn the latter's views on Agency directions and objectives as well as their expectations of these new officers. In this context, the views of the Director are, of course, of greatest importance.

3. I hope that you will be able to meet with members of the Seminar as I feel certain that they would benefit greatly from the opportunity to meet and exchange views with you on achievement of the goals you have set for this Agency.

cc: Protocol Branch

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DDA REGISTRY
FILE: 100-20

SUBJECT: Executive Seminar

_____ I agree to meet with the Executive Seminar participants
on Friday, 13 November 1987, 1400-1500 hours in the
Director's Conference Room.

Alternate Dates

_____ 13 November, morning

X _____ 12 November anytime

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10⁰⁰ A - 11⁰⁰ A
11/12